

# Moves

## Brief

Title:	Moves
Publication date:	12/4/2012
Effective date:	1/2/2012

## BRIEF

### Policy Summary

This policy establishes the process for managing the ongoing need to relocate personnel and property for Berkeley Lab.

### Who Should Read This Policy

- Personnel requesting relocation of a work area or equipment to another location within the Laboratory
- Operations personnel and outside contractors responsible for the movement and/or relocation of personnel and property between Berkeley Lab on- and off-site locations

### To Read the Full Policy, Go To:

The POLICY tab on this wiki page

### Contact Information

[Space Management Planning and Move Coordinator](#)  
Facilities Division

[Work Request Center](#), ext. 6274  
Facilities Division

## Policy

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## POLICY

### A. Purpose

This policy establishes the process for managing the ongoing need to relocate personnel and property for Lawrence Berkeley National Laboratory (Berkeley Lab).

## B. Persons Affected

- Personnel requesting relocation of a work area or equipment to another location within Berkeley Lab.
- Operations personnel and outside contractors responsible for the movement and/or relocation of personnel and property between Berkeley Lab on- and off-site locations

## C. Exceptions

Moving hazardous materials is not included in this policy.

## D. Policy Statement

This policy ensures that all processes utilized for the movement and/or relocation of personnel and property at Berkeley Lab are performed in an efficient, timely, and safe manner.

Berkeley Lab requires any relocation of personnel and property between Laboratory locations to be managed by the Facilities Move Coordinator. There is an ongoing need at Berkeley Lab to relocate personnel and property between on-site and off-site locations, and the scale of those moves is varied. The Move Coordinator is responsible for meeting with the client, preparing for the move, coordinating personnel and equipment involved in the move, identifying potentially hazardous conditions, coordinating computer and telephone relocations, and coordinating the moving of furniture and property.

## E. Roles and Responsibilities

Role	Responsibility
Berkeley Lab Division/Requester	<ul style="list-style-type: none"><li>• Proposes the scope of the move</li><li>• Accesses the Facilities <a href="#">Work Request Center Web site</a> to request a move</li><li>• Reviews the request with the Moves Coordinator</li><li>• Contacts EH&amp;S if requesting movement of hazardous material</li></ul>
Move Coordinator	<ul style="list-style-type: none"><li>• Serves as the point of contact for all office/building moves</li><li>• Reviews all move requests</li><li>• Performs pre-field verification of the new location to accommodate personnel and material(s) associated with move</li><li>• Confirms the scope of the move</li><li>• Understands and is familiar with current building codes and basic safety standards</li><li>• Coordinates movement of personnel, equipment, furniture, and systems between and/or among Berkeley Lab locations</li><li>• Maintains current Subcontractor Job Hazards Analysis (SJHA) for all contract move companies and document oversight</li></ul>
Material Handler/Contract Employee	<ul style="list-style-type: none"><li>• Performs pre-field verification of new location to accommodate personnel and material(s) associated with the move</li><li>• Prepares material for transport</li><li>• Notifies Move Coordinator if a hazardous condition is observed</li><li>• Loads/delivers material at each location</li><li>• Performs all duties per EHSS safety guidelines</li></ul>
Technical Supervisor	<ul style="list-style-type: none"><li>• Provides line management to the Facilities Move functions</li><li>• Ensures staff compliance with all Berkeley Lab, EHSS, Department of Energy, and Department of Transportation 49 CFR requirements</li></ul>

## F. Definitions/Acronyms

Term	Definition
Institutional Document	A publication authorized by Laboratory management that delineates Laboratory-wide or multifunctional policy, procedures, regulations, or plans. A subset of authoritative documents. Scientific and technical publications and reports are not included in this definition. Examples: <i>Personal Property Policy Manual</i> , Radiation Protection Program, <i>Requirements and Policies Manual</i>
Policy	Statements or directives from the federal, state, or local government; the University of California; or Berkeley Lab senior management that set a course of action, define acceptable conduct, or implement governing principles. Example: Berkeley Lab Site Access
Procedure	A series of specific steps to be followed to accomplish work or to carry out a policy or requirement. Procedures are controls meant to mitigate risk, improve efficiency, or assure compliance. Examples: Obtaining a Berkeley Lab badge, maintaining the Laboratory's 12 kV electrical system, completing a travel expense form

## G. Recordkeeping Requirements

None

## H. Implementing Documents

Document number	Title	Type
LOGIS-005	<a href="#">Transportation – Moves Coordination</a>	Procedure

## I. Contact Information

[Space Management Planning and Move Coordinator](#)

Facilities Division

[Work Request Center](#), ext. 6274

Facilities Division

## J. Revision History

Date	Revision	By whom	Revision Description	Section(s) affected	Change Type
1/2/2012	0	L. Young	Prepare for wiki, revised per Requirements Management Program	all	Minor
12/4/2012	1	K. Toulouse	Rewrite for wiki (policy)	all	Minor
1/20/2015		J. Braithwaite	Three-year review - no changes		

### Document Information

## DOCUMENT INFORMATION

Title:	Moves
Document number	09.07.001.000

Revision number	1
Publication date:	12/4/2012
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Next review date:	1/20/2018
Policy Area:	Moves
RPM Section (home)	Facilities Management
RPM Section (cross-reference)	none
Functional Division	Facilities
Prior reference information (optional)	

## Source Requirements Documents

- Code of Federal Regulations, Title 49, Transportation, Parts 100–1699, [Other Regulations Relating to Transportation](#)

## Other Driving Requirements

- Berkeley Lab [Space Management Policy](#)
- [Berkeley Lab Property Manual](#) (PUB-3032)

## Implementing Documents

Document Number	Title	Type
LOGIS-005	<a href="#">Transportation – Moves Coordination</a>	Procedure